

Emergency Planning

High-hazard work sites require emergency plans consistent with the risks known to be present and likely to be created through the execution of the work.

An emergency plan establishes procedures and resources for responding effectively to the emergency scenarios that may arise on a worksite.

There are emergency situations common to high-risk worksites:

- Personal injury or fatality
- Chemical spill or release
- Fire and explosion
- Power loss
- Bomb/terrorist/active shooter threat
- Structural failure
- Vehicle and equipment collisions/incident
- Trench/excavation collapse
- Natural disaster (tornado, flood, heatwave, cold conditions, earthquake)

Having a plan, effective resourcing (personnel and equipment), and training diligently for the most likely scenarios is the fastest path to gaining competency and capacity.

The **Emergency Planning Checklist** assesses the field-level requirements, resources, and quality of communications necessary to establish an effective site emergency plan. Key content includes setting the emergency response plan, personnel and roles, training, resources, and worker communication.



EMERGENCY PLANNING

Date

Project

Contractor Critical Activities

Completed by

TO USE THIS CHECKLIST: Check N/A for items that are non-applicable. Assign a point value for each line item based on relative importance to your organization. The sum of line items must total 100 to provide a % compliance score.

N/A	No.	Critical Activity	YES	NO	# Points
<input type="checkbox"/>	1.	Site-specific emergency response plan established.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2.	Emergency responders are designated and identifiable by workers.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	3.	Emergency responders are trained per legislation.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	4.	Training includes simulations consistent with the site-specific emergency response plan.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	5.	Emergency response equipment is provided and is appropriate for the worksite.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	6.	Emergency response equipment is readily accessible to emergency workers.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	7.	Emergency transport appropriate to site activities and travel conditions is available at the worksite.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	8.	Workers are aware of emergency reporting procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	9.	Workers are aware of emergency evacuation procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	10.	An effective communication system is in place to activate an emergency response.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	11.	Emergency meeting areas have been established and identified.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	12.	Emergency meeting area locations are known to workers and responders.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	13.	A headcount procedure has been established.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	14.	Workers are aware of the headcount procedure.	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL % Compliance			/100		

